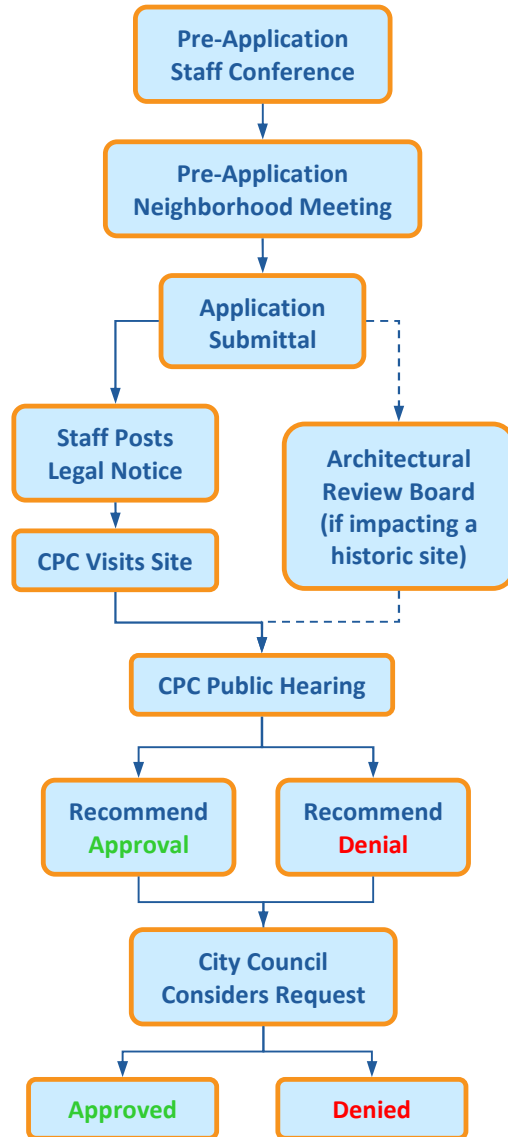


Change of Zoning Process

Below is a graphical representation of the change of zoning process.



Additional Information

Questions regarding the Rezoning process? Please contact the Norfolk Department of City Planning at (757) 664-4752 or email at: planning@norfolk.gov.

Suggestions for improvement? Please call or email the Department of City Planning with your ideas.



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CHANGE OF ZONING PROCESS



REZONING AND CONDITIONAL REZONING PROCESS

What is a change of zoning?

A **change of zoning (rezoning)** is a change in the zoning classification of a particular parcel(s) of land in a zoning district.

A **conditional change of zoning (conditional rezoning)** allows the applicant to offer conditions, such as limited hours or uses, that may help to ensure that the proposed use will not conflict with the surrounding neighborhood.

When is a change of zoning necessary?

A change of zoning is required when a property owner proposes to use land for purposes other than those permitted by the Zoning Ordinance in a given zoning district.

What is the process?

Applicants must submit an application for rezoning to the **Planning Department**. Applications are then considered at two public hearings. The first of these is before the **City Planning Commission (CPC)**, which makes a recommendation to **City Council** for their consideration at a second public hearing.

How long does the process take?

The typical rezoning request takes **2½ to 3 months** to complete the process from beginning to end, though that may vary depending on the application.

How much does an application cost?

The application fee is **\$1375.00**.

Application Procedure

1. A pre-application staff conference is required. Contact the Planning Department to request a conference.
2. Staff will schedule a pre-application staff conference and ensure appropriate city staff are in attendance.
3. Provide the relevant application materials to staff at least three business days before the pre-application staff conference
4. Meet with the appropriate Civic League(s) – or host a meeting – to complete the pre-application neighborhood meeting requirement. Meeting(s) must take place prior to application submittal.
5. Submit completed application with all required attachments, including:
 - Survey/Site plan
 - Floor Plan, prepared by a licensed architect (if business will sell alcohol or provide entertainment)
 - Description and details of request
 - Other documentation as requested
6. Include a separate sheet with proffered conditions (if application is conditional).
7. Staff will review the application to determine completeness.
8. Staff will post legal notices in local media and on subject property.
9. The Planning Commission will visit the site prior to the public hearing.
10. A staff report will be prepared by the Planning staff.
11. The applicant must attend Planning Commission Public Hearing:
 - City Hall Building, 11th Floor Council Chambers at 2:30 p.m.
12. During the hearing:
 - The applicant must register to speak
 - Planning staff will present application and recommendation.
 - The applicant/representative may make a presentation.
 - Any proponents/opponents may speak.
 - Both proponents and opponents will be allowed time to respond to issues raised.
13. The Planning Commission will make a recommendation, which will be forwarded to City Council.
14. The rezoning request will appear on a City Council agenda within several weeks of the CPC public hearing.
15. Staff will send written notice to the applicant of City Council's decision.

Where to apply

The Change of Zoning and Conditional Change of Zoning applications are available at Planning Department offices or online at:

<http://www.norfolk.gov/planning> >> Applications and Forms >> Planning Applications and Forms.